



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010236

OPEN: 8/13/2001

CLOSE: 9/13/2001

POSITION VACANT: Secretary (Office Automation), GS-318-9/10

PROMOTION POTENTIAL: Secretary (Office Automation), GS-318-10

LOCATION: Directorate for Biological Sciences, Office of the Assistant Director, Arlington, VA.

BARGAINING UNIT STATUS: This position is outside the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

AREA OF CONSIDERATION: All Sources. This position is open to status and non-status candidates as well as candidates eligible for appointment under special non-competitive appointing authorities.

DUTIES AND RESPONSIBILITIES: At the full performance level, the incumbent of this position:

- Serves as personal and confidential assistant to Assistant Director (AD) and is closely involved in day-to-day activities of immediate office of AD.
- Controls and maintains calendar and schedules appointments based on personal knowledge of wishes, workload, and commitments of the AD.
- Serves as primary liaison for the AD/BIO with the Office of the Director, the National Science Board, and other NSF Directorates for the purposes of schedules, coordinating joint activities, and obtaining or providing information pertaining to the AD or BIO programs.
- Responsible for all travel arrangements for the AD—domestic and foreign, including transportation, hotel reservations, itinerary and scheduling appointments, reimbursement, and consulting with AD on follow-up actions.
- Personally handles important and high-level calls and visitors for the AD; determines which calls to handle personally and those to refer to AD.
- Arranges meetings and seminars for the AD coordinating all details including location, visual aids and equipment, time and attendance. Responsible for notifying participants or arrangements and distributing agenda and pertinent background material.
- Types and formats correspondence, memos and reports involving highly technical and scientific material requiring a knowledge of specialized and scientific terminology.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. Citizenship is required. Applicants must possess one year of specialized experience equivalent to the next lower grade. **Specialized experience:** is secretarial or administrative experience which has equipped the applicant with the required knowledge, skills, and abilities to successfully perform the duties of the position. A typing speed of at least 40 words per minute is required. **Time-in-grade Requirement:** Completion of one year of service in a position at the next lower grade.

SELECTIVE FACTOR: Applicants must possess the following skill to be rated eligible:

- Skill in using Outlook, Word, and Excel.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation.

QUALITY RANKING FACTORS: Final ranking is based on job-related experience, training, education, awards, performance appraisal and the following knowledge, skills, and abilities:

- Ability to coordinate multiple tasks, priorities and commitments, such as calendar/scheduling, travel, and meetings and conferences.
- Strong oral and written communication skills.
- A basic foundation and knowledge of administrative concepts, principles and practices sufficient to enable the incumbent to recommend establishment of or changes in office procedures and adapt to emergency situations.
- General knowledge of the basic Federal organizational structure and the Congress.
- Ability to apply principles of grammar, spelling, punctuation and composition.
- Knowledge of software and skill in operating personal computer.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may be used in the evaluation process.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. **In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.**

Status candidates who wish to be considered under both merit promotion and noncompetitive examining procedures must submit two complete applications. If only one application is received, it will only be considered under the merit promotion program.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program (ICTAP) must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, or a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well-qualified to receive special selection for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher of each quality ranking factor.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veterans' Preference (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all applications material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010236. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Sybil Rodriguez, on (703) 292-4375. Hearing impaired individuals may call TDD (703) 292-8044.

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**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER